

DATE: April 5, 2006

TO: City Clerk

FROM: Representative Steve Ortega

ADDRESS Two Civic Center Plaza, El Paso, TX 79901

TELEPHONE 541-4108

Please place the following item on the (Check one): CONSENT

X

REGULAR

Agenda for the Council Meeting of April 11, 2006 – Board Appointment

Item should read as follows: Appointment of Carla Cardoza to Ethics Review Commission by Representative Steve Ortega, District #7 [Representative Steve Ortega]

SPECIAL INSTRUCTIONS: Appointment to 1st term

Item No. _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Ethics Review Commission

NOMINATED BY: Representative Steve Ortega

DISTRICT: # 7

NAME OF APPOINTEE Carla Cardoza

BUSINESS ADDRESS:

CITY: ST: ZIP: PHONE:

HOME ADDRESS:

CITY: ST: ZIP: PHONE:

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

Rebecca Salcido

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE):

TERM EXPIRED:

X

RESIGNED

REMOVED

OTHER (SPECIFY):

EXPIRATION DATE OF INCUMBENT: 2/06

EXPIRATION DATE OF NEW APPOINTEE: 2/08

PLEASE CHECK ONE OF THE FOLLOWING:

1st TERM:

X

2nd TERM

UNEXPIRED TERM:

OTHER

Carla Cardoza

Career Highlights:

- 10 year experience in community-university partnerships
- 10 year experience working collaboratively with public school system
- 8 year networking experience in El Paso, Juarez, and New Mexico
- 6 years of professional experience of community-university based program development and implementation
- year nonprofit management experience
- 6 year experience in grant management
- 5 year experience in fiscal management
- 3 years working with science, math and technology projects
- 4 year experience as consultant and technical assistance professional
- Bilingual: Truly Fluent in English and Spanish

Core Abilities:

- | | | |
|--|--------------------------|----------------------|
| - Grant Management | - Program Evaluation | - Program Management |
| - Community Relations | - Grant writing | - Research Skills |
| - Strategic Planning | - Bi-national Networking | - Fiscal Management |
| - Community Relations | - Technical Assistance | |
| - Program Development & Implementation | | |
| - Ability to work with university faculty, students and public school teachers, parents and students | | |

Education:

University of Texas at El Paso
Master of Public Administration; December 2003

Bachelor of Arts in Communication, December 1996
Major: Public Relations
Minor: Spanish/English Translation

Employment History:

El Paso Community Collage; Part-time Faculty

Employed: January 2005-Present

Duties: Faculty for American Government course and politics will serve as an introductory course that will provide a broad overview and basic fundamentals of our system of government.

Nonprofit Enterprise Center; Co-Founder and Consultant

Employed: January 2003-Present

Duties: Assist in offering training and technical assistance for community and nonprofit organizations in the El Paso/Juarez region. Coordination of events and conferences. Technical assistance in the areas of: program development, grant writing, fundraising, nonprofit organizational structure, evaluation, community organization, and others.

City of El Paso, Museums and Cultural Affairs Department; Cultural Funding & Technical Assistance Coordinator

Employed: March 2006- Present

Duties: Develop and manage Cultural Funding and Technical Assistance programs. Involves develop funding guidelines, criteria, and funding process to implement cultural funding program. Provide technical assistance to applicants to include general grant writing training. Select review panelists and manage panel meetings. Monitor fiscal and program compliance. Develop comprehensive documents for reporting on grant funding activities, including assisting in the preparation of reports to state and federal agencies and long-term planning documents. Oversee integration and utilization of the Texas Commission on the Arts (TCA) Sub-granting Program. Monitor grantee performance and ensure compliance with state and federal requirements. Arrange for system training for local arts and cultural organizations and artists.

New Mexico State University, NASA-MU-SPIN (Minority University Space Interdisciplinary Network), Digital Media Center; Assistant Director

Employed: October 2004-December 2005

Duties: Responsible for planning, organizing and coordinating all educational outreach activities, grant management and fiscal administration under the NASA-MU-SPIN NRTS Program (Network Resource Training Site). Responsible for implementing new program and project initiatives, in charge for communicating with public school and community groups and organizations and facilitating meetings, presentations and events to assure a mutual collaboration. Responsibilities include the management and coordination of educational and outreach activities, events and seminars. Tasks involve connecting the educational community in the production and delivery of science, math and technology content through curriculum based activities leveraging experts at existing University and K-12 partners. Responsible for all fiscal and grant management. Tasks involved researching and developing various funding sources to secure additional funding.

University of Texas at El Paso, NASA-MU-SPIN (Minority University Space Interdisciplinary Network) Digital Media Center; Title: Assistant Director

Employed: October 2003-September 2004

Duties: Same as Above

University of Texas at El Paso, Institute for Community-Based Teaching and Learning (Center for Civic Engagement); Title: Director

Employed: September 1998 - October 2003

Duties: Responsible for coordinating and managing all center programs, initiatives and grant activities; assisted as liaison between faculty, university students, and community organizations to assure constructive and essential partnerships; served as liaison for community-based partners in El Paso, Juarez and New Mexico; supervised and oversaw professional staff, graduate and undergraduate students, interns and student assistants. Responsible for all grant activities; acted as liaison between faculty, community organizations and faculty/students; supervised and manage professional staff, planned, supervised and managed activities for and/or ongoing projects; organized and presented at conferences, seminars and workshops.

Responsibilities included writing grant proposals and other materials according to required format. Tasks included meeting all deadlines for preparation and submission of grant proposals and grant-related reports.

Responsible for obtaining data, and meeting all goals and objectives required to fulfill grant requirements. Provided technical assistance and training in many topics including grant-seeking and writing, budget development, and interpretation of grant funding guidelines. Managed grant-funded initiatives and their expenditures to ensure compliance with regulations and guidelines. Facilitated communication with public school and community groups and organizations. Responsibilities involved researching and pursuing various funding sources to secure additional funding. Responsible for teaching and workshop offerings on capacity building, and technical assistance. Bilingual/translation responsibilities.

University of Texas at El Paso, Multimedia Teaching and Learning Center (MMTLC); Coordinator and Informational Writer/Translator

Employed: August 1997- September 1998

Duties: Responsibilities included reporting to the MMTLC Director regarding any and all aspects of the Undergraduate Learning Center; this involved scheduling and coordinating events and special tours, creating and distributing public relations material, managing office personnel, supervising building maintenance, assisting as a liaison between external organizations, University administration, faculty, staff, and students; other responsibilities included translating a variety of materials into Spanish and assisting in the development of multimedia projects.

University of Texas at El Paso, Office of the Associate Vice President for Technology Planning and Distance Learning; Executive Assistant and Information Writer/Translator

Employed: September 1996 - July 1997

Duties: Responsibilities included assisting the Associate Vice President in all administrative and instructional duties; coordinated interoffice and external relations for the office; responsibilities also included writing and translating Web pages, brochures, press releases and other material into Spanish, as well as performing a variety of public relations duties as required.

University of Texas at El Paso, Department of Communications; Administrative secretary

Employed: May 1993 - September 1996

Duties: Responsibilities included assisting the Chair of the department with administrative duties, payroll, class assignments, and invoicing.

KTEP-FM Radio, University of Texas at El Paso; Producer/Reporter

Volunteer: May 1996 - September 1997

Duties: Volunteer position as a writer, producer, and editor of feature news stories for a student-produced radio program, Border Voices, which aired on National Public Radio (NPR) affiliate.

El Paso Independent School District Public Relations Office; Intern

Interned: July 1996 - January 1997

Duties: Public Relations Intern, Responsibilities included assisting in the development of newsletters and press releases; assisted in the production of educational children's television programs and resources.

Professional Conferences and Presentations:

- Presenter. Procuración de Fondos [Fundraising and Grantwriting]. Época de Oro Inc. October 2005. Cd. Juárez.
- Presenter. Board Development with an Impact: Creating a Highly Involved Board. Planned Parenthood. October 2005. El Paso TX.
- Presenter. Strategic Planning. Organizacion Popular Independiente. Nonprofit Enterprise Center, September 2005.
- Presenter. Teamwork and Effective Communication. Social Leadership Institute. August 12, 2005.
- Presenter. ABCs of Grantwriting. Paso del Norte Foundation: Step It Up Initiative. August 10, 2005. El Paso, TX.
- Presenter. Habits of Highly Effective Boards; El Paso Opera. July 2005. El Paso, TX. Presenter. Como Medir el Éxito Obtenido: Revisión General de Técnicas de Evaluación [How to Measure Success: Evaluation Methods]. Healthy Communities organizations-Initiative of the Paso del Norte Health Foundation. March 2005. Cd. Juárez, Chih. México.
- Program Evaluation for Centro Santa Catalina in Ciudad Juarez, Nonprofit Enterprise Center, 2004-2005.
- Presenter. Nonprofit Success, Survival or Death. Nonprofit Enterprise Center. August 2004. El Paso, TX.
- Presenter. Essentials of Capacity Building and Technical Assistance. Paso del Norte Health Foundation Initiatives. May 2004. El Paso, TX.
- Participant and Organizer. Social Justice Leadership Academy. Paso del Norte Nonprofit Resource Center. July 21-August 1, 2003. El Paso, TX.
- Presenter. Building Binational Health Research Collaborations. Center for Border Health Research. April 22, 2003; El Paso, TX.
- Presenter. Civics 101. Houchen Senior Center. July 2002; El Paso, TX.
- Presenter. Writing More Effective Grant Proposals for Academia Projects.
- Universidad Autónoma de Ciudad Juárez. December 14, 2002; Cd. Juárez, Chihuahua.
- Participant/alumni. Latino Academy 2002. Southwest Voter Registration Education Project. July 2002; El Paso, TX.
- Presenter. Strategic planning and focus groups on housing issues. Department of Housing and Urban Development. Spring 2002.
- Participant. Building Democracy from the Grassroots. General Secretariat of the Organization of American States: The Unit for the Promotion of Democracy. July 16, 2001; Washington, DC.
- Presenter. 2001 U.S. EPA Community Involvement Conference. June 19-22, 2001; Environmental and Protection Agency; San Antonio, TX.
- Presenter. La Superación del Hispano. Wesley Foundation Speaker Series; February 2001; El Paso, TX.
- Trainer for Capacity Building Training. Americorps Vista Volunteer. Summer 2000.

Professional and Community Associations:

- Social Justice Leadership Academy, 2003-Present
- Nonprofit Enterprise Center, Co-Founder and Consultant, 2003-Present
- City of El Paso Border Relations Committee, 2004-Present
- Bridge Center for Contemporary Art, 2003-2006.

- Amigos de Mayachen Group, Art Group, Member 2005
- South Central Girls Collaborative Project- supported by the National Science Foundation. Champions Board Member 2005
- El Poder de la Mujer, Board Member, 2005
- El Paso Empowered Teens Member 2000-2003
- Graduate of the YWCA Momentum Leadership Program, 2002
- Member of the Women In International Security (WISS), 2002-Present
- STARS, El Paso Rape Crisis Center, Board Member, 2001
- El Paso Chamizal Collaborative Coalition, Board Secretary, 2000-2001
- Hispanic Women Network of Texas, Vice-President, 1999-2000
- Department of Communication Student Forum, External Vice-President 1996_1997
- Public Relations Society of America, Rio Grande Chapter, Member, 1995

Honors and Awards:

- Graduate Scholarship Award, Association of Public Administrators, 2000
- Award for Outstanding Contributions to Community Youth, City of Socorro, 2000
- Graduate Scholarship to attend symposium Women In International Security (WISS), Summer 2002
- Golden Key International Honor Society, Honorary Member, 2003

References:

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